



U.S. Department of Justice
Federal Bureau of Prisons
Federal Correctional Institution
ELKTON, OHIO 44415

Institution Supplement

OPI: Correctional Services
NUMBER: ELK 5267.06D
DATE: April 29, 2002
SUBJECT: Visiting Regulations

1. Purpose and Scope: To implement local visiting regulations and procedures governing inmate visits at the Federal Correctional Institution (FCI) and Federal Satellite Low (FSL), Elkton, Ohio.
2. Program Objectives: It is the intent of this Institution Supplement to establish visiting hours and procedures at FCI/FSL Elkton, Ohio.
3. Directives Affected:
 - a. Directives Rescinded: Institution Supplement ELK 5267.05C, dated 09/17/1999.
 - b. Directives Referenced: Program Statement 1315.05, Legal Activities, Inmate, dated June 13, 1994; Program Statement 5100.06, Security Designation and Custody Classification Manual, dated June 7, 1996; Program Statement 5267.06, Visiting Regulations, dated June 17, 1999; Program Statement 5500.09, Correctional Services Manual, dated October 27, 1997; Program Statement 5510.09, Searching/Detaining Non-Inmates; Arrest Authority; dated March 6, 1998; Program Statement 5521.05, Searches of Housing Units, Inmates, and Inmate Work Areas, dated June 30 1997; Institution Supplement ELK 5500.09; Institution Supplement ELK 1480.03.
4. Procedures:
 - a. **IMPLEMENTATION:**

VISITING HOURS: FCI ELKTON

Thursday	-	5:00 p.m. - 9:00 p.m.
Friday	-	5:00 p.m. - 9:00 p.m.
Saturday	-	8:00 a.m. - 3:00 p.m.
Sunday	-	8:00 a.m. - 3:00 p.m.
Monday	-	5:00 p.m. - 9:00 p.m.
Federal Holidays	-	8:00 a.m. - 3:00 p.m.

VISITING HOURS: FSL ELKTON

Friday	-	5:00 p.m. - 9:00 p.m.
Saturday	-	8:00 a.m. - 3:00 p.m.
Sunday	-	8:00 a.m. - 3:00 p.m.
Federal Holidays	-	8:00 a.m. - 3:00 p.m.

Location: All regular visits will be held in the visiting room of the FCI and FSL for those inmates, respectively. Attorney Visits are also held in the visiting room. If an Attorney requests additional privacy, private rooms are available in the visiting room for this purpose. Visitors will not be processed after 2:00 p.m., on weekends, or 8:00 p.m. during evening visiting. Visitors are discouraged from arriving prior to 8:00 a.m., or 5:00 p.m. for visiting.

Special visits for inmates that are housed in the Special Housing Unit who are unable to have contact with general population inmates will be conducted in the Special Housing Unit Hearing rooms. The inmates visitors will be processed as they normally would, however once they are processed, the compound Officer will escort the visitors to the Special Housing Unit. The visit will take place in the UDC hearing rooms in the SHU, this visit will be visually supervised by staff at all times.

- b. **VISITING RESTRICTIONS AND OVERCROWDING:** Should it become necessary to curtail or terminate visiting because of overcrowding, the Operations Lieutenant or Institution Duty Officer (when on duty) will determine which visits will be terminated and in what order. Visitors will be asked to volunteer to terminate their visits early in order to assist with over-crowding. If none volunteer, termination of visits will be on a first-in, first-out basis for overcrowding. Visitors who have traveled long distances and who rarely have the opportunity to visit because of distance and related costs will be terminated last.
- c. **FREQUENCY OF VISITS:** FCI inmates are restricted to the number of visits they may receive. Each inmate will be allotted 4 points at the beginning of each month to be used as follows:
1. Each day or fraction of a day visited on a weekend counts as one point.
 2. No points will be charged for week nights or Federal Holiday visits.

A record of points used will be maintained in the inmate visiting file by the Aces Program. Once the inmate reaches 4 points, visiting will cease on the weekend until the start of a new month. Law enforcement interviews or Attorney visits will not be counted on the point system. For those inmates that request additional points beyond 4, approval must be obtained from the Unit Manager.

There will be no point system for FSL Visiting.

- d. **NUMBER OF VISITORS:** Inmates will be allowed to have up to six (6) visitors in the visiting room at one time including children.

1. **Split Visits:** Should more than six authorized visitors arrive at the same time, a split visit will be arranged. A split visit is defined as a visit where one or more of these visitors leave the visiting room to be replaced by other authorized visitors. Those visitors participating in split visits that are not visiting must depart the institution grounds. They will not be permitted to wait in their vehicles in the parking lot. On split visits, only one interchange of visitors will be permitted (i.e., individuals leaving the visiting room to permit other members of the party to visit may not subsequently return for further visiting the same day.)
2. **Special Housing Unit Inmates:** When a visitor arrives to visit an inmate in detention status, the Shift Lieutenant will be notified by the Front Lobby Officer. The SHU OIC and Visiting Room OIC will communicate to ensure inmates with separetees in the institution are never in the visiting room at the same time. Upon arrival, the inmate will be escorted to the Visiting Room and the visit will be conducted in close proximity of the supervising officers. Inmates will be moved from the Special Housing Unit in restraints, which will be removed before the inmate enters the Visiting Room. Should the visit be denied for security reasons, the Shift Lieutenant will carefully explain the reasons for the denial to the visitor. A memorandum to the Captain will be prepared explaining the supervisor' s denial, with a copy to the Warden.

Inmates in Special Housing on Administrative Detention status will visit during regular hours. All visits for inmates assigned to the Special Housing Unit will conclude thirty (30) minutes prior to the conclusion of regular visiting. This applies to both FCI and FSL inmates housed in Special Housing. But, FSL inmates will still only visit on normal FSL visiting days despite their assignment to a unit within the FCI. All Special Housing Unit inmates, whether FCI or FSL, will sit in front of the officers desk during their visits.

- e. **IDENTIFICATION OF VISITORS:** Approved adult visitors will be required to provide a valid photo identification ONLY (preferably a driver' s license). When a visitor cannot produce valid identification, the request to visit will be denied unless authorized by the Institution Duty Officer or Operations Lieutenant.

All visitors will have one of their hands marked with a " black light" stamp prior to entry into the institution. Visitor' s identifications will be maintained in the Control Center during the visit. Once the visitor is prepared to depart the visiting room, he/she will report to the Control Center for verification of the visitor' s hand stamp

and identity. Once verified, the visitor's identification will be returned and he/she will be allowed to depart the institution. Visitors who no longer have the ink stamp on their hand, or who otherwise fail the identification process, will be held until a Lieutenant further identifies the visitor.

- f. **APPROVED VISITORS:** Visits are permitted to those on the inmate's approved visiting list as authorized by the inmate's unit team. When a visitor is approved, it is the inmate's responsibility to mail the visitor a copy of "Attachment A" advising the visitor of the institution's visiting regulations. Copies are available from the unit team. It is also the responsibility of the inmate to advise his friends and family not to visit prior to receiving notification from the institution that they have been authorized as visitors. Except for immediate family, visitors will not be placed on more than one inmate's approved visiting list. Inmates will not visit with other inmate's visitors when in the Visiting Room.

1. **New Commitments:** When an approved visiting list is not available, visits for new commitments and inmates in holdover status may be authorized by the inmate's unit team and will be limited to members of the immediate family. Some form of photo identification ONLY (i.e., valid driver's license, Passport) that would indicate they are members of the inmate's immediate family, and if available a check of the inmate's PSI by the appropriate unit team should be done before entry into the institution is granted.

- g. **VISITS TO INMATES NOT IN GENERAL POPULATION:** Visits for inmates assigned to Special Housing will be conducted at a seating area located next to the Visiting Room Officer's desk. The inmate will remain seated at all times except when he needs to use the rest room, or leaves the visiting room to return to Special Housing. The inmate will face the Visiting Room Officer's desk at all times.

Inmates on suicide watch may receive a visit only if approved by the Chief Psychologist.

Ordinarily, inmates in an outside hospital will not be permitted to receive visits. However, when circumstances warrant consideration due to a serious illness or a lengthy stay, the Captain may approve visits based on a recommendation from the inmate's Unit Team.

Holdover inmates will visit consistent with the procedures established for inmates housed in general population or special housing based upon their current housing assignment.

- h. **PREPARATION OF THE LIST OF VISITORS:** Each new inmate will be provided copies of the local visiting guidelines during Admission & Orientation and a visiting list request form upon their arrival at this institution. Visiting regulations will be sent along with a visiting request form to all prospective visitors (Attachment A).

Inmates are responsible for sending this form. **Additionally, the institution will make available these rules and regulations to the visitors in the visitors' processing area.** The Unit Team will be responsible for the preparation and entry of the original inmate visiting list into the computerized visiting program. A copy of the approved visiting list will be maintained in section three (3) of the inmate's central file.

1. Amendments to the visiting list will be processed by the inmate's Counselor. Should a visitor arrive at the institution who is not on the approved visiting list (ACES System), a member of the Unit Team **MUST** check the inmate's central file to ensure a data entry was not overlooked. Inmates desiring a change of visitors to their official list will submit a request to his Counselor with the appropriate information. If unable to locate a visitor's name in the ACES system, the front lobby officer will contact the Visiting Room Officer to check the hard copy files maintained in the visiting room.
 2. The Counselor will request information from potential visitors who are not members of the inmate's immediate family, prior to placing the potential visitors on the inmate's approved visiting list.
 3. If a background investigation is necessary before approving a visitor, the inmate will be held responsible for having the release authorization form forwarded to the proposed visitor. This form must be signed and returned to the Counselor by the proposed visitor prior to any further action concerning the visitor approval process. Upon receipt of the authorized form, the Counselor may then forward a questionnaire, along with the release authorization to the appropriate Law Enforcement Agency for vouchering or conduct an NCIC/NLETS check.
 4. The Counselor will notify the inmate in writing of each approval or disapproval of a requested person for the visiting list. A summary of visiting rules and regulations will be posted in the front lobby. Upon disapproval of each visitor, the inmate has the right to challenge this rejection through the Administrative Remedy process. The inmate is responsible for notifying the visitor of the approval or disapproval to visit and must provide the approved visitor with a copy of the Visiting Regulations.
- i. **SPECIAL VISITS:** **Special visits include Attorney visits, Law Enforcement visits, and other non-routine visits, will normally not incur additional administrative expenses to arranging and supervising these types of visits.**
1. Attorney Visits: Attorney visits will take place on regularly scheduled visiting days. No appointment is necessary, although the attorney must have his/her Bar Card for identification purposes. Attorneys will normally visit only one

inmate at a time unless prior written approval has been obtained from the Unit Manager through the Paralegal. Attorney visits will take place in the visiting room. If an Attorney requests additional privacy, Attorney/Client visiting rooms located in the Visiting Room may be utilized for more privacy.

- A. The Warden must authorize the use of tape-recording devices by Attorneys during the course of the visit. The Attorney must have prior written authorization from the Warden and stipulate in writing that the only purpose of the recording is to facilitate the Attorney/client relationship.
 - B. Any immediate grievance or concerns an Attorney may have concerning his client which are deemed appropriate for responses during the visit are to be referred to the Paralegal, appropriate Unit Manager, or Institution Duty Officer.
 - C. Attorney visits, with no other approved visitors on the inmate's visiting list being present, will not count against the inmate's allotted amount of visiting days per month.
 - D. Attorneys are permitted to bring papers or legal material in the visiting room for Attorney visits. Inmates may bring legal materials into the visiting room only with written approval from the Unit Manager prior to the visit. Attorneys may give no item to an inmate for retention. Any legal items will be mailed to the inmate through proper channels.
 - E. Inmates will not be made to participate in Legal/Attorney visits against their will.
 - F. Depositions involving inmates occur on a frequent basis. These visitors will be entered by the Paralegal after written approval is received from the Warden. The data entry will note in "comments" the purpose of the visit. Social security numbers will be required from non-attorneys attending an inmate deposition.
2. Law Enforcement Visitors: Ordinarily, the SIS Lieutenant will approve and coordinate all interviews between law enforcement agencies and inmates. However, in the absence of a SIS Lieutenant, the inmate's Unit Manager will assume this function.
3. Other Visits:
- A. Voluntary and Contract Personnel: These individuals will be entered by the Volunteer Coordinator once written approval is received.

- B. Parole, Consulate, and Pre-Release: These individuals will be entered through the Case Management Coordinator's Office.
- C. Media Visits: Media visits will be coordinated through the Executive Assistant's Office and will normally take place in the visiting room on non-visiting days.
- D. Religious Visits: Inmates wishing special religious visits must submit an Inmate Request to Staff Member to the Chaplain who will coordinate these visits.

j. **VIOLATIONS OF REGULATION AND/OR INTRODUCTION OF CONTRABAND:**

- 1. At the completion of each visiting day the Notification to Visitor forms will be sent to the Lieutenant's office, where they will remain on file for one year.
- 2. If it becomes necessary to warn an inmate concerning minor violations of visiting regulations, the Visiting Room Officer will prepare the warning in writing. The original will be filed in the Visiting Room file cabinet and a copy sent to the Unit Manager for placement in the inmate's Central File. Both copies will show the date, reason for the warning, time, and name of staff member giving the warning. (Attachment B). All major violations, such as passing of contraband and sexual contact will be reported to the Operations Lieutenant immediately and will be grounds for termination of the visit.
- 3. The tables and chairs will remain where they are initially set up, any inmate or visitor caught moving the tables and chairs from the original location/arrangement will be subject of visit termination.
- 4. It is each inmates responsibility to ensure the area that he utilized during visitation is clean and free of all trash and debris.

k. **SEARCHING OF VISITORS:**

- 1. Right of Refusal: Visitors who refuse any such search or procedure and elect to leave the institution will not be permitted to return for a visit without prior approval of the Associate Warden of Programs. The Operations Lieutenant will prepare a memorandum through the Captain to the Associate Warden of Programs when a visitor is denied entrance due to objecting to a search.
- 2. Metal Detectors: Visitors will be required to submit to a search before

entering the institution by electronic means. Attempts will be made to use the walk-through metal detector if at all possible before the hand-held metal detector will be used. All visitors must clear the walk-through metal detector or the hand-held metal detector before entering the institution. Personal effects will also be searched. Any personal effects not allowed into the visiting room must remain in the visitor's vehicle, with the exception of vehicle keys, which will be secured in the Visitor's Key Locker by the Front Lobby Officer. Visitors to the FSL will be allowed to retain their personal vehicle keys in the Visiting Room. Visitors may have surgically implanted pins, plates and prosthetic devices that will not clear the metal detector.

The hand held metal detector must be used in these cases, in addition to a cursory visual inspection. Careful inspection will also be required of those in wheelchairs, including a complete search of the chair.

I. **CONTROLLED VISITING-DENYING VISITS:**

1. Visiting Restrictions: Visiting may be restricted to controlled situations when: there is any suspicion that a visitor is introducing or attempting to introduce contraband, when there has been a prior incident of such introduction or attempted introduction, or when there is any concern, based upon sound correctional judgement, about the visitor presenting a risk to the orderly running of the visiting room or institution. These restrictions must be approved by the Operations Lieutenant and/or Institution Duty Officer.
2. Visiting privileges may be denied when a controlled or closely supervised visit is not possible. This denial must be approved by the Operations Lieutenant and/or Institution Duty Officer.
3. Kissing and embracing is permitted **ONLY** when the visitor and inmate meet at the beginning of a visit and at the conclusion of the visit. **Holding small children on the lap is permissible.** Additional personal contact is not permitted and will be cause for termination of the visit and disciplinary action will be taken against the concerned inmate. A visit may be terminated in order to maintain good taste and consideration for others. Violations may also result in the removal of a particular visitor from the inmate's visiting list.
4. Visitors will dress appropriately and avoid clothing styles that are sexually suggestive. Skirts, Skorts, and Shorts, will be permitted; however, must not be less than three (3) inches above the knee. Visitors wearing see-through garments, midriff tops, strapless garments, garments which expose private parts of the body, and military clothing (i.e., field jackets, camouflage, khaki, green fatigues) will not be permitted into the visiting room. Undergarments

will be worn by all visitors. No hats or headbands, except religious covering will be permitted. All visitors will wear shoes. Male visitors will wear shirts and pants or shorts; however, the shorts must not be less than three (3) inches above the knee. Spandex or other tight fitting or form-fitting clothing will not be allowed. Tank top shirts, tube top shirts, sleeveless tops or shirts of any kind that have symbols that are profane, sexually explicit, or illegal material will not be allowed in the visiting room. Provocative attire is reason to deny and/or preclude visiting. A visit may be terminated in order to maintain good taste and consideration for others. **Questionable attire will be referred to the Operations Lieutenant and/or Institution Duty Officer (when on duty) and an "in person" check will be made by the Operations Lieutenant and/or Institution Duty Officer prior to denial of visit.** Chewing gum or wax of any kind will not be allowed in the visiting room. This also includes items already in the mouth.

5. Visitors who give evidence of recent use of alcoholic beverages, drugs or narcotics, or who display inappropriate behavior shall not be permitted to visit or remain on the institution grounds.
 6. No loud, boisterous talk or profane language will be allowed on institution grounds.
 7. Termination of a Visit: The Operations Lieutenant and/or Institution Duty Officer has the authority to terminate a visit. The termination will be noted in the Visiting Room log book. In the event further visitation may be affected, the Unit Team will prepare a letter to the visitor and a memorandum to the inmate advising them of the status of the inmate's visiting privileges. A copy of the letter and memorandum will be placed in the inmate's central and visiting files.
- m. **VISITORS CONDUCT**: Each inmate having a visit must assume responsibility for proper conduct during the visit. Failure by visitors to control children may result in termination of the visit.
- n. **PROCESSING VISITORS**:
1. Front Lobby Officer: When a visitor arrives at the institution to visit an inmate, the Front Lobby Officer will identify the visitor, have them sign the visiting log, fill out a Notification to Visitor Form, and check the **sanitized** institution roster to establish WITSEC procedures. The officer will check the ACES system to ensure the visitor is on the inmate's approved visiting list. The Visiting Room Officer will then locate the inmate and notify him of the visit.

The Front Lobby Officer will maintain the inmate visitor sign-in logs and ensure that they are completed properly. (The sign-in log is a bound ledger maintained at the front entrance). The FCI Front Lobby Officer will issue locker keys to visitors to secure the visitors personal (vehicle) keys.

2. Visiting Room Officer: The Visiting Room Officer will obtain all Notification to Visitor Forms from the visitors. It is the Visiting Room Officer's responsibility to contact the inmate's assigned work detail and/or housing unit to notify the inmate of his visit. If the inmate has not arrived in the Visiting Room within 30 minutes, the inmate will be paged over the institution P.A. system, and the Lieutenant's Office notified.

The Visiting Room Officer will be responsible for identifying inmates entering the visiting room by using the inmate's commissary card. When the inmate enters the visiting room, the card will be given to the Visiting Room Officer. When the inmate leaves the visiting room, he will be identified in the search room by the Visiting Room Officer using the inmate's commissary card. Positive photo identification of the inmate will be made prior to his visitor departing the visiting room.

All special housing unit inmates will be escorted to the visiting room search area. They will be searched and then processed into the visiting room by the escorting officer.

- o. **SUPERVISION**: This institution normally will not assign specific seating locations; however, staff retains the right to assign specific seating locations for visitors and inmates with the Operations Lieutenant's approval. This will only occur where warranted by special circumstances (i.e., SHU inmate, crowding). Inmates may sit beside or across from their visitor.
 1. It is the responsibility of the Visiting Room Officer to ensure that the visiting room regulations are followed as outlined in this supplement and that visits are conducted in a quiet, orderly, and dignified manner. Direct observation of visits is not required at all times; however, officers will constantly observe the general visiting areas. Inspections should determine that visits are being conducted in accordance with established guidelines.
 2. **Pat searches will be conducted on inmates entering the visiting room and all inmates will be visually searched exiting the visiting room.** A hand-held transfrisker will be used during the visual search. Searches and shakedown will be conducted in private, out of the sight of visitors and other inmates.
 3. Restroom facilities for visitors are located inside the visiting room. Inmates, under direct visual supervision of the Visiting Room Officer, will utilize the restroom designated for inmates located in the visiting room. Inmates will

receive a thorough pat search prior to being allowed to use this restroom.

4. Once they enter the Visiting Room and take a seat with their visitors, inmates will remain seated. The only exceptions are to utilize the rest room (under staff supervision), to take pictures, to get a drink a water, or to sit on the patio. Inmates will not walk about inside the Visiting Room during the visit. This includes approaching the vending area except during entry or exit.

p. **OTHER APPLICABLE REGULATIONS:**

1. Inmate Attire: Inmates shall wear the following:
 - A. Institution issued clothing only. (Altered clothing will not be permitted.)
 - B. Collared shirts only. The shirt must be tucked into the pants.
 - C. Institution shoes (steel toe shoes).
 - D. T-shirt, underwear, and socks.
 - E. Approved religious headgear (the inmate must have approval authorized by the Chaplain, noted on a laminated card).
2. Inmate Property: The inmate shall not take anything to the visit except necessary items identifiable as: one pair of prescription glasses, one comb, one wedding band, one handkerchief, approved religious headgear, and one approved religious medal. Necessary legal papers will be permitted during a visit with an Attorney with prior written approval by the Unit Manager. Medication, such as nitroglycerine tablets may be permitted when authorized by the medical staff (Attachment C). Additionally, authorized commissary purchased shoes are permitted to be worn in the visiting room, however if the shoes do not have the appropriate colored security tie attached to them, the shoes will be confiscated and the inmate wearing the shoes will be subject to disciplinary action.
3. Signature and Documentation: During a legal visit, papers may not be exchanged. Signatures on legal papers are permitted. Legal papers should not be left with staff for delivery to an inmate, but should be mailed to the inmate at the institution.
4. Money: Money will not be placed on an inmate's account through the visiting room.
5. Inmate Rules and Conduct: Inmates will follow the Rules and Conduct for Inmates (Attachment D) while visiting. These rules will be posted in the inmate shakedown room.

6. Visitor's Property: Visitors are not allowed to take any unapproved items into the visiting room. All non-permissible items must remain in the visitor's vehicle in the parking lot. No food items or medication are permitted in the visiting room, with the exception of nitroglycerine tablets and asthma inhalers. No newspapers, magazines, photo albums, photos, luggage, packages, tape players, tape recorders, or cameras are allowed (see exceptions for tape recorders under "Attorney Visits"). A visitor may take their coat into the visiting room. Children may not take in toys, cards, dolls, or games. Visitors with infants may carry in one (1) small bag containing baby wipes, one (1) baby blanket, four (4) extra diapers, and two (2) plastic bottles with formula, or infant food stored in a plastic container. These items must be opened and inspected prior to being allowed inside. No other items will be permitted inside unless approved by the Operations Lieutenant.

q. **AVAILABILITY OF PUBLIC LOCKERS TO VISITORS**: Use of lockers by visitors is permitted if the visitors came to FCI Elkton by use of public transportation. All other visitors will store personal items in their private vehicles. Personal keys must be stored in lockers.

6. Originator: Correctional Services

R. L. Morrison, Warden

FEDERAL CORRECTIONAL INSTITUTION
Elkton, OH
VISITOR REGULATIONS

The following information is provided to describe our visiting schedule and program. We want you to understand our program so that your visiting experience will be as pleasant as possible.

The directions to the Federal Correctional Institution, are as follows: From I-80, take the exit for Route 11, South. Take the Lisbon exit, and turn left on Route 154. Take a left on Scroggs Road, the driveway to the institution is on the right.

The regularly scheduled visiting hours for the FCI are Thursday, Friday, and Monday, 5:00 p.m. to 9:00 p.m. Saturday, Sunday, and Federal Holidays, 8:00 a.m. - 3:00 p.m. Visitors will be denied entrance to the FCI Visiting Room after the hours of 2:00 p.m. on Saturday, Sunday and Holidays and after 8:00 p.m. on Monday, Thursday, and Friday. Visitors should not arrive prior to the beginning of the scheduled visiting hours.

The regularly scheduled visiting hours for the FSL are Friday, 5:00 p.m. to 9:00 p.m., Saturday, Sunday, and Federal Holidays, 8:00 a.m. to 3:00 p.m. Visitors will be denied entrance to the FSL Visiting Room after the hours of 2:00 p.m. on Saturday, Sunday and Holidays and after 8:00 p.m. on Friday. Visitors should not arrive prior to the beginning of the scheduled visiting hours.

1. All adult visitors must have with them a valid photo identification, (i.e., Passport, State Driver's License, or State ID Card), which is to be presented to the Front Lobby Officer at the time of processing into the institution. Children under sixteen are not required to have ID with them, but must be accompanied by an adult who has been approved to visit. Visitors without the proper Identification will be denied entry to the Visiting Room.
2. The debit card system will be utilized by visitors to purchase food and snack items in the Visiting Room. A debit machine will be available in the front lobby areas for visitors to purchase debit cards. Therefore, no money will be allowed in the Visiting Room.
3. Tobacco products are not permitted, as this is a non-smoking facility.
4. Visitors with infants may carry in one (1) small bag containing baby wipes, one (1) baby blanket, four (4) extra diapers, and two (2) plastic bottles with formula, or infant food stored in a plastic container. These items must be opened and inspected prior to being allowed inside. Children may not take in toys, cards, dolls, or games. No other items will be permitted unless approved by the Operations Lieutenant.
5. All carry-in items such as coats and baby needs **WILL** be searched before you enter the Visiting Room.
6. Visitors are not allowed to bring into the Visiting Room any type of weapon or ammunition, any type of drug/narcotic, food items, chewing gum, newspapers, magazines, photo albums,

photos, luggage, packages, tape players, tape recorders, cameras, pagers, cellular phones, or cosmetics. Prescription medications must be secured in your vehicle.

7. Medication of a necessary or emergency nature, such as asthma inhalants or nitroglycerine, are allowed to be brought in; however, these medications **MUST BE DECLARED** to the Front Lobby Officer.

8. Visitors will dress appropriately and avoid clothing styles that are sexually suggestive. Skirts, Skorts, and Shorts, will be permitted; however, must not be less than three (3) inches above the knee. Visitors wearing see-through garments, midriff tops, strapless garments, garments which expose private parts of the body, and military clothing (i.e., field jackets, camouflage, khaki, green fatigues) will not be permitted into the visiting room. Undergarments will be worn by all visitors. No hats or headbands, except religious covering will be permitted. All visitors will wear shoes. Male visitors will wear shirts and pants or shorts; however, the shorts must not be less than three (3) inches above the knee. Spandex or other tight fitting or form-fitting clothing will not be allowed. Tank top shirts, tube top shirts, sleeveless tops or shirts of any kind that have symbols that are profane, sexually explicit, or illegal material will not be allowed in the visiting room. Provocative attire is reason to deny and/or preclude visiting. A visit may be terminated in order to maintain good taste and consideration for others.

Questionable attire will be referred to the Operations Lieutenant and/or Institution Duty Officer (when on duty) and an "in person" check will be made by the Operations Lieutenant and/or Institution Duty Officer prior to denial of visit. Chewing gum or wax of any kind will not be allowed in the visiting room. This also includes items already in the mouth.

9. Any individual with alcohol on his/her breath, or who appears to be under the influence of alcohol or drugs, will not be allowed to enter the facility.

10. You may not give **anything** to the inmate. This includes money, jewelry, pictures, papers, etc. Any item the inmate departs the Visiting Room with that he did not enter the Visiting Room with will be declared contraband and taken from the inmate. Disciplinary actions will be taken against the inmate for receiving contraband.

11. Ensure that you are on the inmate's visiting list prior to planning a visit. Individuals who arrive for visits that are **not** on the visiting list will not be allowed access to the visiting room.

12. Inmates will be allowed only six (6) visitors at any given time. Kissing and embracing is permitted **ONLY** when the visitor and inmate meet at the beginning of a visit and at the conclusion of the visit. Holding small children on the lap is permissible. Additional personal contact is not permitted and will be cause for termination of the visit and disciplinary action will be taken against the concerned inmate. A visit may be terminated in order to maintain good taste and consideration for others. Violations may also result in the removal of a particular visitor from the inmate's visiting list. Inmates are not permitted to speak with other inmates' visitors in the Visiting Room, so visitors are advised not to speak with other inmates other than the one they are at the institution to visit.

13. Keys, excluding institution locker keys, will not be permitted in the FCI Visiting Room. A

small locker will be provided for visitors' personal (i.e. vehicle) keys.

14. All visitors must clear the metal detector(s) prior to entering the institution.

15. FCI Elkton reserves the right to refuse admittance to anyone who fails to comply with our policies. Violations of these guidelines can result in a suspension of the inmate's visiting privileges.

**NOTICE OF VISITING VIOLATION
FEDERAL CORRECTIONAL INSTITUTION
ELKTON, OHIO**

DATE: _____ TIME: _____

UNIT: _____

INMATE'S NAME: _____

REG. NUMBER: _____

VISITOR NAME & RELATIONSHIP: _____

THIS IS A WRITTEN WARNING FOR A VIOLATION OF VISITING REGULATIONS AS STATED BELOW. CONTINUED VIOLATION WILL RESULT IN AN INCIDENT REPORT AND TERMINATION OF YOUR VISIT.

() FONDLING IN AN INDISCREET MANNER IS NOT PERMITTED. KISSING AND EMBRACING IS PERMITTED ONLY WHEN VISITORS AND INMATE MEET AT THE BEGINNING OF A VISIT, AND JUST PRIOR TO TERMINATING A VISIT.

() NO LOUD, BOISTEROUS TALK OR PROFANE LANGUAGE WILL BE ALLOWED INSIDE THE VISITING ROOM.

() CHILDREN MUST BE CONTROLLED TO THE EXTENT OF CONSIDERATION OF OTHER VISITORS, AND NOT BE PERMITTED TO WANDER FROM THE IMMEDIATE AREA OF THE VISIT, RUN ABOUT THE VISITING ROOM, OR CREATE NOISE THAT DISTURBS OTHER VISITS.

() _____

OFFICER'S SIGNATURE

INMATE'S SIGNATURE

() SHOWN TO INMATE, BUT HE REFUSED TO SIGN.

FILE IN 90 DAY VISITING ROOM FILE.

VISITING ROOM INMATE PROPERTY FORM

INMATE NAME	INMATE NUMBER	RING	HANDKERCHIEF	COMB	NECKLACE	RELIGIOUS HEADGEAR	GLASSES	SHOES OR BOOTS	STRIP

NO JEWELRY OTHER THAN RELIGIOUS MEDALS OR PAPERS OF ANY KIND PERMITTED WITHOUT EXPRESSED WRITTEN APPROVAL. ANYTHING OTHER THAN THE ABOVE APPROVED ITEMS WILL BE RETURNED TO THE HOUSING UNIT BEFORE ENTERING THE VISITING ROOM. ALL UNAUTHORIZED ITEMS LEAVING THE VISITING ROOM WILL BE CONFISCATED.

NECKLACES AND RELIGIOUS MEDALS WILL BE ITEMIZED, (I.E. 1 YELLOW CHAIN, 1 WHITE MEDALLION, ETC.)

**FEDERAL CORRECTIONAL INSTITUTION
Elkton, OH**

RULES AND CONDUCT FOR INMATES

WHEN ENTERING VISITATION:

1. Inmates will wear full institutional clothing at all times when they are in visitation.
 - A. Khaki pants and shirt.
 - B. Tee-shirts, underwear and socks.
 - C. Institutional shoes (steal toe).
 - D. Inmate Commissary card. (Mandatory for identification)
 - E. Personal or altered clothing will not be permitted .
2. Authorized items to bring into Visitation: (Anything else will be taken back to the unit by the inmate)
 - A. Comb
 - B. Ring
 - C. Eye glasses
 - D. Religious Chain and Medallion
 - E. Handkerchief
 - F. Religious head dress
 - G. Inmate photo debit card
3. Submit to a pat search.

WHILE IN VISITATION:

1. Hugging and kissing is prohibited after the initial hug and kiss.
2. Once the inmate has entered the Visiting room and taken a seat with his visitor, he will not be permitted to get up until the end of the visit. The only exceptions to this rule are: the inmate may get up to use the rest room (under staff supervision), to take pictures, to get a drink of water, or to relocate to a seating area on the patio. On the patio, inmates will sit beside their visitor and will not be permitted to sit straddling the bench. During the visit, inmates are not permitted to walk around inside the visiting room. This includes the vending area.
3. Inmates may hold small children on their lap.

4. Physical contact, actions that are not permitted:
 - A. Laying down
 - B. Lay on top of each other
 - C. Placing their head or hand on or in the visitors lap.
 - D. Placing their hands under any part of each others clothing.
 - E. Placing their legs over their visitor' s legs or body.
 - F. Sitting between each others legs, i.e., when sitting facing each other, you will not place your legs between or on the outside of your visitor' s legs.
5. Inmates are prohibited from using the visitors debit cards, food vending machines and microwave machines at any time while they are in visitation.
6. No yelling, using foul language or horse play allowed.
7. Nothing will be moved without the permission of the visitation officer. i.e., chairs, tables.
8. Children are under the of the strict supervision of the inmate and visitor. The inmate will be held liable for the conduct of their children.

WHEN DEPARTING VISITATION:

1. The inmate will ensure that he has nothing that belongs to his visitors on his person.
2. The inmate will submit to a visual search upon departure of the Visiting Room.